

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MASSACHUSETTS

STANDING ORDER RE: ELECTRONIC CASE FILING
IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MASSACHUSETTS, CENTRAL DIVISION

SAYLOR, D.J.

Documents filed in all cases in the Central Division may be filed electronically so long as the filing party complies with the applicable Federal Rules of Civil or Criminal Procedure, the Local Rules of this Court, and the rules and procedures outlined in the Electronic Case Filing Administrative Procedures pamphlet and the Users' Manual.

It is the policy of the District of Massachusetts that the electronic file is the Court's official file. Nevertheless, in the Central Division, the filing party shall also deliver to the Clerk's Office, by mail or otherwise, a courtesy copy of any electronic document constituting, supporting, or opposing any discovery motion or dispositive motion (including motions to dismiss or suppress and motions for summary judgment, preliminary relief, entry of judgment, or the construction of claims in a patent case). The courtesy copy of each such document shall be stamped or otherwise prominently marked: **"COURTESY COPY - DO NOT SCAN,"** and shall be delivered to the Clerk's Office within three business days of the electronic filing.

This order shall remain in effect until the effective date of a District of Massachusetts Local Rule governing electronic case filing.

SO ORDERED.

/s/ F. Dennis Saylor
F. Dennis Saylor IV
United States District Judge

Dated: November 4, 2004